



HOUSING AUTHORITY
of the County of Los Angeles
 Administrative Office
 2 Caro Circle • Monterey Park, CA 91755
 323.590.7001 • www.lacdc.org

Gloria Molina
Yvonne Brathwaite Burke
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Carlos Jackson
Executive Director

AGENDA
FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY HOUSING COMMISSION
WEDNESDAY, JANUARY 28, 2004
12:00 NOON
12131 TELEGRAPH RD.
SANTA FE SPRINGS, CALIFORNIA 90670

= = = = = = = = = = = = = = =

1. **Call to Order:**
2. **Roll Call:**

Treneatra Farmer
Henry Porter
Chris Amegatcher
Severyn Aszkenazy
Phillip Dauk
Dr. Lynn Caffrey Gabriel
Felicia Mollinedo
Andrew Nguyen

3. **Reading and Approval of the Minutes of the Previous Meeting:**
 Regular Meeting of December 17, 2003
4. **Report of the Executive Director**
5. Schedule meeting of subcommittee to review travel and conflict of interest policies
6. Discussion on Child Care in Public Housing – Mark Steres and Bobbette Glover
7. Response to Harbor Hills Resident Concerns - Kevin Fulton
8. Response to South Scattered Site Resident Concerns – Carolina Romo

Regular Agenda

9. **Approve Incorporation of Additional Funds Into the Housing Authority's Fiscal Year 2003-2004 Budget**



Authorize the Executive Director to incorporate into the Housing Authority's 2003-2004 Fiscal Year budget additional Section 8 Housing Choice Voucher Program funds, currently estimated at \$8,000,000, which will be received as a result of the relocation of housing voucher participants from other jurisdiction into areas administered by the Housing Authority. (APPROVE)

10. Opportunity for Members of the Public to Address the Commission on Items of Interest that are Within the Subject Matter Jurisdiction of the Commission.

Copies of the preceding agenda items are on file and are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday at the above address. Access to the agenda and supporting documents are also available at the above website.

THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES
FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY HOUSING COMMISSION

Wednesday, December 17, 2003

Digest of the meeting. The minutes are being reported seriatim. A taped record is on file in the central office.

The meeting was called to order by Chairman Severyn Aszkenazy at 12:25 p.m.

ROLL CALL	<u>Present</u>	<u>Absent</u>
Dennis V. Alfieri		X
Phillip Dauk		X
Severyn Aszkenazy	X	
Henry Porter, Jr.	X	
Andrew Nguyen	X	
Chris Amegatcher	X	
Treneatra Farmer	X	
Felicia Mollinedo	X	

PARTIAL LIST OF STAFF PRESENT:

Bobbette Glover, Assistant Executive Director
Rebecca Craigo, Director, Assisted Housing
Maria Badrakhan, Director, Housing Management Division
Kevin Fulton, Manager, Housing Management Division
Carolina Romo, Manager, Housing Management Division
Esther Keosababian, Assistant Director, Housing Management Division
Chen-Chung Kao, Construction Management Division
Betsy Lindsay, Consultant, Crime and Safety Unit, Housing Management Division
Geoffrey Siebens, Manager, Construction Management Division
Chairmaine Francois, Property Supervisor, Housing Management Division

PARTIAL LIST OF GUESTS PRESENT:

Daniel Wade, Deputy Sheriff
Louis Madrid, Deputy Sheriff
Nubia Sanchez, Harbor Hills Resident
Nellaine Kaeler (Micky), Harbor Hills Resident
Rosa Linda Chayira, Harbor Hills Resident
Reggie Selson, Harbor Hills Volunteer Resident

READING AND APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

On Motion by Commissioner Porter and seconded by Commissioner Farmer, the Minutes of the Regular Meeting of December 17, 2003 were approved by the Housing Commissioners.

Agenda Item No. 4 – Report of the Executive Director

Bobbette Glover introduced Charmaine Francois, Harbor Hills Property Supervisor and Jacque Nelson, Resident Initiatives Supervisor. Ms. Francois and Ms. Nelson described the housing development and program activities. The housing site consist of 300 units and the residents are very active in all the programs. Ms. Francois introduced Reggie Selson, a resident volunteer. Mr. Selson has dedicated over 10 years as a volunteer for the housing community. Ms. Francois also introduced Ron Herold, Maintenance Supervisor. Construction is currently underway for a new community center.

Ms. Glover introduced Betsy Lindsay who manages the Crime and Safety for Public Housing.

Agenda Item No. 5 – Staff Presentation – Crime And Safety Unit Overview & Housing Violation Process.

Betsy Lindsay introduced Daniel Wade and Louis Madrid, Los Angeles County Sheriff Deputies, who perform community policing at the housing sites. Betsy Lindsay and Kevin Fulton made a presentation on the Housing Authority's eviction process. Hand outs were distributed to the Commissioners and staff.

Regular Agenda

On Motion by Commissioner Porter, seconded by Commissioner Nguyen, two Nays by Commissioner Amegatcher and Commissioner Mollinedo, one abstention by Commissioner Farmer, the following was approved by the Housing Commission, as amended with corrected language "Residents shall obtain any permits required by the 'city/county or local jurisdiction/local authority' for the installation and comply with any applicable local ordinances", on Item No. 5 of the Lease Agreement

SATELLITE DISH AND ANTENNA ADDENDUM TO LEASE AGREEMENT AGENDA ITEM NO. 6

1. Recommend that the Board of Commissioners approve the Housing Authority Satellite Dish and Antenna Addendum to Lease Agreement for your approval.

On Motion by Commissioner Porter, seconded by Commissioner Farmer and unanimously carried the following was approved by the Housing Commission:

CONSTRUCTION CONTRACT FOR FLOOR REPLACEMENT AT VARIOUS SCATTERED HOUSING SITES AGENDA ITEM NO. 7

AGENDA ITEM NO. 7

1. Recommend that the Board of Commissioners find that the completion of floor replacement at the six scattered housing developments identified in Attachment B is excluded from the provisions of the National Environmental Policy Act (NEPA) and exempt from the provisions of the California Environmental Quality Act (CEQA), as described herein, because the work includes activities that will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve the award of a Construction Contract, in the amount of \$128,800 to Continental Flooring Company, to complete flooring improvements at the subject properties; and authorize the Executive Director of the Housing Authority to execute the Construction Contract and all related documents, to be effective after issuance of the Notice to Proceed, which will not exceed 30 days following the date of Board approval.
3. Recommend that the Board of Commissioners authorize the Executive Director to use a total of \$128,800 in Capital Fund Program (CFP) funds allocated by the U.S. Department of Housing and Urban Development (HUD), for the purposes described herein.
4. Recommend that the Board of Commissioners authorize the Executive Director to approve contract change orders, not exceeding \$25,760 in CFP funds, for unforeseen project costs.

On Motion by Commissioner Porter, seconded by Commissioner Farmer and unanimously carried the following was approved by the Housing Commission:

CONSTRUCTION CONTRACT FOR REHABILITATION OF BATHROOMS AT THE NUEVA MARAVILLA HOUSING DEVELOPMENT AGENDA ITEM NO. 8

1. Recommend that the Board of Commissioners find that the rehabilitation of bathrooms at the Nueva Maravilla housing development located at 4919 Cesar E. Chavez Avenue, in unincorporated Los Angeles County, is excluded from the provisions of the National Environmental Policy Act (NEPA) and exempt from the provisions of the California Environmental Quality Act (CEQA), as described herein, because it involves activities that will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve the award of a Construction contract in the amount of \$220,000 to Natural Building Maintenance Corporation, to complete the rehabilitation of bathrooms at the subject property; and authorize the Executive Director of the Housing Authority to execute the Construction Contract, and all related documents, to be effective upon issuance of the Notice to Proceed, which will not exceed 30 days following the date of Board approval.

3. Recommend that the Board of Commissioners authorize the Executive Director to use a total of \$220,000 in Capital Fund Program (CFP) funds allocated by the U.S. Department of Housing and Urban Development (HUD), for the purposes described herein.
4. Recommend that the Board of Commissioners authorize the Executive Director to approve contract change orders, not exceeding \$44,000 in CFP funds, for unforeseen project costs.

Election of Officers

NOMINATIONS AND ELECTIONS FOR THE OFFICES OF CHAIR AND VICE-CHAIR AGENDA NO. 9

The following nominations were made for the position of Chair:

Commissioner Mollinedo nominated Commissioner Farmer

Commissioner Azskenazy nominated Commissioner Porter

The Chair was decided by a ballot vote and the Commissioner receiving a majority of votes was appointed Chair; the Vice-Chair selected received the second highest number of votes.

Commissioner Farmer was selected as Chair, and Commissioner Porter as Vice-Chair

Audience Comments:

Ms. Nubia Sanchez commented on the need for repair or reglazing the bathtub in the unit. Geoffery Siebens addressed the issue that repair work will start in the beginning of 2004.

Ms. Nellaine Kaeler "Micky" had concerns on the following items:

- ☐ Policy on tenants' furniture - what they can use and not use.
- ☐ Poor work performance with construction contractors at the housing site.
- ☐ Drug sales
- ☐ Policing

The Housing Authority staff will meet with Nellaine Kaeler after the Housing Commission meeting to discuss and help resolve some of her issues.

Ms. Rosa Marie Lewis commented she had requested a transfer from South Scattered Site (SSS) due to the criminal activity there. Carolina Romo responded that Ms. Lewis has been offered transfers to other housing sites, but Ms. Lewis did not accept the other locations. The Housing Authority staff will continue to work with Ms. Lewis to implement safety measures at her housing site. The Housing Authority staff will report back to the Housing Commission on an update.

Ms. Rosa Linda Chayira expressed concern that she cannot grow any grass in her lawn due to a pepper tree. Ms. Glover responded that Ms. Francois and Mr. Herold will look into the matter.

The next scheduled meeting of the Housing Commission will be held at 12131 Telegraph Rd., Santa Fe Springs on Wednesday, January 28, 2004 at noon.

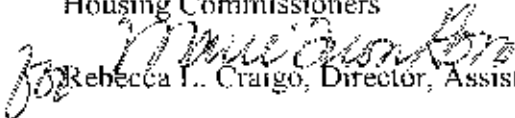
On Motion by Commissioner Mollinedo, the Regular Meeting of December 17, 2003 was adjourned at 1:30 p.m.

for Carlos Jackson
for CARLOS JACKSON
Secretary - Treasurer

FOR YOUR INFORMATION ONLY

January 28, 2004

TO: Housing Commissioners

FROM:  Rebecca L. Craig, Director, Assisted Housing Division

SUBJECT: THE FAMILY SELF-SUFFICIENCY (FSS) PROGRAM

FSS Program Update

On Thursday, December 3, 2003, the Community Development Foundation (CDF), a 501 (c) 3 nonprofit that partners with the Housing Authority of the County of Los Angeles (HACoLA), held its 3rd Annual Leaders and Partners Reception at IBIZA's Steak and Lounge in Uptown Whittier. The event was held to raise money for CDF's Annual Scholarship Awards that are held in April. The event raised a total \$5,858.19 to be used for scholarships in April 2004.ⁱ

Applications for scholarships are available to all Los Angeles County Housing Authority Public Housing residents and Section 8 participants approximately six weeks prior to the award ceremony.ⁱⁱ The applicants must be enrolled and attending a community college, Cal State College or University, or a vocational program and must be in good standing with HACoLA. The applicant is required to write a detailed letter regarding the need and intent for the scholarship accompanied by a minimum of two (2) letters of recommendation.ⁱⁱⁱ Award winners are selected by the CDF Board based on the information provided by the applicant.

In December, FSS had a meeting with Mini Career Service Rehabilitation, Inc (MCS) to discuss current activities with the FSS participants that have been referred to MCS for supportive services. MCS has been successful in providing resources that have resulted in employment for some of our participants. MCS and FSS are currently working together to host a workshop for our clients that are in need of more job search assistance. FSS participants who were referred to MCS will be invited. MCS caseworkers contact clients by phone and mail to offer supportive services that cater to individual needs. MCS offers supportive services such as, resume writing and computer program workshops, i.e. Word, Excel, Access. They also offer job search assistance through the Employment Development Department (EDD). These searches are linked through EDD's website, CalJobs (www.caljobs.ca.gov). They also have current job listings and access to popular job search websites such as, www.monster.com and www.hotjobs.yahoo.com. MCS also offers on-site childcare services while parents search for employment or attend workshops.

The Job Developers Committee did not meet in December due to the holidays.

FSS Program Graduates

This month there was one FSS graduate. The total number of graduates has increased to 111.

RLC:CL:dt

Commissionreport1203final

ⁱ \$5,858.19 is the amount that may be used for scholarships for Public Housing and FSS participants under the Housing Authority of the County of Los Angeles. Dollar amount of each scholarship may vary based on the requirements and the needs of the individuals.

ⁱⁱ Applications are available at the office of The Los Angeles County Community Development Foundation, 2 Coral Circle, Monterey Park, CA 91755

ⁱⁱⁱ Please note requirements are listed on applications and all requirements must be completed to be considered for a scholarship.

Housing Authority - County of Los Angeles

FOR YOUR INFORMATION ONLY

January 13, 2004

TO: Housing Commissioners

FROM: Rebecca L. Craig, Director
Assisted Housing Division

SUBJECT: FAMILY SELF-SUFFICIENCY (FSS) INQUIRIES

This memo is in response to the inquiries made by Housing Commissioner Mollinedo on December 17, 2003, regarding the FSS Program - November Monthly Report. The following addresses the items questioned.

I. The Job Developers Committee (JDC) Meeting Inquiries

- The JDC Meetings are held on the third Wednesday of each month at 10:00 a.m. There are two sites that are alternated each month. Starting Tuesday, January 20, 2004 (due to schedule conflicts from the committee- January only) JDC's meeting will be located at the Housing Authority, County of Los Angeles (HACOLA).
 - 1). **Southeast Area Social Services Funding Authority (SASSFA),**
9825 Painter Ave., Whittier, CA 90605; and
 - 2). **Housing Authority, County of Los Angeles (HACoLA),**
12131 Telegraph Road, Santa Fe Springs, CA 90670.
- The meetings may be attended by representatives from local, state, and federal government offices, educational branches, community center advocates, non-profit organizations, community based organizations, and political offices. The meeting announcements are sent via e-mail by the chairperson and invitations to non partisan agencies are made at the request of the participating agencies. Approval is required by the Job Developer's committee to invite special guests. All special guests must be approved by the committee prior to the date of a meeting.
- The purpose of the meetings are to improve a job developer's overall job development techniques to successfully find jobs for job seekers; establish new network groups; and plan community job events in the local area.

- The acronym SASSFA stands for Southeast Area Social Services Funding Authority.
- SASSFA is also known as a One Stop Work Source Center. One Stop Work Source Centers are full-service career centers located in almost every community throughout the County and are considered the entry points to all of the LA County Work Source services. The centers offer job placement assistance, resume workshops, internet and facsimile access, job preparation workshops, etc. They have a calendar of events and workshops for the public that may be provided by calling (562) 946-2237.

II. FSS Program Graduate Inquiries

- Upon graduation each participant is required to sign a release form indicating whether they will agree or not agree to allow FSS to use their personal achievements as a success story for newsletters, motivation and or workshops. During that time we also ask if FSS may notify them of opportunities to be a guest speaker. Currently, we only have three (3) graduates that we may contact. A majority of graduates request not to be contacted to speak.
- FSS graduates are given the opportunity to speak to current participants during annual Housing Choice Voucher group re-examinations. The graduates are invited as guest speakers.
- FSS representatives invite graduates to speak every time there is a workshop scheduled. FSS Workshops are scheduled during annual reexaminations and Housing Choice Voucher issuances. FSS hosts these workshops to motivate participants toward successfully completing their goals. Workshops are mandatory and may be on an annual basis. Workshops are approximately 2 hours.
- For 2003, FSS held seven (7) workshops. Out of the 7 workshops, we invited three graduates that volunteered their time to be a guest speaker. Out of the 7 meetings, only one graduate was able to attend a workshop. Graduates are selected by the FSS representatives. Forty (40) to fifty (50) FSS participants attended each workshop. The feedback from our participants was positive.
- At this time FSS does not offer a mentoring program for our graduates, however, FSS continues to provide supportive referrals for our graduates.

If you have any further questions, please call me at (562) 347-4663.



**HOUSING AUTHORITY
of the County of Los Angeles**

Administrative Office
2 Coral Circle • Monterey Park, CA 91755
323.890.7001 • www.oahd.org

Gloria Molina
Fronne Brothwaite Burke
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Carlos Jackson
Executive Director

January 28, 2004

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
2 Coral Circle
Monterey Park, California 90012

Dear Commissioners:

**APPROVE INCORPORATION OF ADDITIONAL FUNDS INTO THE HOUSING
AUTHORITY'S FISCAL YEAR 2003-2004 BUDGET (ALL DISTRICTS)**

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners authorize the Executive Director to incorporate into the Housing Authority's 2003-2004 Fiscal Year budget additional Section 8 Housing Choice Voucher Program funds, currently estimated at \$8,000,000, which will be received as a result of the relocation of housing voucher participants from other jurisdictions to areas within the jurisdiction of the Housing Authority.
2. Recommend that the Board of Commissioners authorize the Executive Director to take any and all actions required to receive the above funds from other jurisdictions, which will increase the Housing Authority's 2003-2004 Fiscal Year budget from \$239,138,600 to an estimated \$247,138,600.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The Housing Authority will receive additional program funds due to housing voucher participants who elect to transfer from other jurisdictions. These funds must be incorporated into the current fiscal year budget.

FISCAL IMPACT/FINANCING:

There is no impact on the County general fund. The Housing Authority anticipates receiving an estimated \$8,000,000 for administering housing vouchers issued by other jurisdictions. This will increase the current budget from \$239,138,600 to an estimated \$247,138,600.



FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The Section 8 Housing Choice Voucher Program provides for housing vouchers to be issued to eligible participants for rental assistance that is funded by the U.S. Department of Housing and Urban Development (HUD). The program includes a "portability" provision that allows participants to move away from the jurisdiction that has issued the housing voucher to anywhere in the United States, as long as the receiving jurisdiction administers the same program. In addition, HUD regulations do not require housing authorities to issue vouchers based on place of residence.

The Housing Authority is receiving an increasing number of participants who have been issued housing vouchers by other housing authorities. This is primarily due to aggressive efforts by another local housing authority to increase its lease up rate by issuing vouchers to people without regard for their place of residence. The effect has been an influx of participants into the Housing Authority's program.

Each housing voucher remains designated for the originating jurisdiction and participant. With few exceptions, the voucher must be honored by any other jurisdiction where the participant has chosen to locate housing. HUD provides the jurisdiction of origin full funding for each voucher issued. The Housing Authority then bills the jurisdiction of origin for 80 percent of its administrative fee and 100 percent of rent subsidies.

During Fiscal Year 2003-2004, the Housing Authority anticipates processing an estimated 900 vouchers issued by other jurisdictions. This will result in approximately \$8,000,000 in additional program funds that must be incorporated into the current budget.

IMPACT ON CURRENT SERVICES:

Approval of the increased budget authority will enable the Housing Authority to administer the funds necessary to assist low- and moderate-income participants of the Section 8 Housing Choice Voucher Program.

Respectfully submitted,


for CARLOS JACKSON
Executive Director